



Montana Team Nutrition Program  
Montana State University  
202 Romney Hall, P.O. Box 173360  
Bozeman, MT 59717-3360  
Phone: (406) 994-5641  
Fax: (406) 999-7300  
[kbark@mt.gov](mailto:kbark@mt.gov)

**TO: School Food Service Director, Manager or Head Cook**

**FROM: Katie Bark, R.D. Specialist, Montana Team Nutrition Program**

**RE: 2006 Summer Cooking Institutes for School Food Service Personnel**

On behalf of School Nutrition Programs of the Office of Public Instruction, I am pleased to announce that we are planning to offer two types of cooking institutes for school food service managers, head cooks or new cooks in August of 2006. These workshops are designed to provide a hands-on training session to help school food service personnel prepare delicious and healthy school meals in a cost-effective manner. The two cooking institutes are:

1. The eighth offering of the *Montana's School Food Service Cooking Institute* to be held at Montana State University-Bozeman August 8-10, 2006. This institute can accept up to 20 participants and must have a minimum registration of 16 participants to be conducted. In the past this workshop has been sponsored by the Montana Office of Public Instruction School Nutrition Programs. A participant fee will be required to attend this valuable course. The cost of this three day workshop is \$350 per person. This fee covers complete room and board and meals on the MSU campus, workshop registration fee, instructor fees, parking fees, and one copy of the course manual/recipe book. If a participant doesn't need room and board accommodations, the per participant cost is \$200.00. The registration deadline is June 29, 2006; payment must be received with the registration form. Applicants are taken on a first come first serve basis.
2. The second offering of a one-day Native American Cooking School to be held in Ashland (St. Labre School) on August 3, 2006. This course is designed for schools on and/or near American Indian reservations and those schools serving a large percentage of Native American students. As this workshop is being sponsored by a 2004 USDA Team Nutrition grant awarded to the Montana Office of Public Instruction, there is no registration fee to attend. Emphasis is on scratch cooking; including baking whole grain breads, increasing whole grains, fiber, fruits and vegetables; low fat cooking techniques; and promotion of USDA commodity foods. Current American Indian school menu cycles from Montana schools that meet nutrition standards and satisfy cultural preferences will be shared. The registration deadline is July 14, 2006. There is limited space for each workshop and applicants are taken on a first come first serve basis. In order to allow personnel from a wide variety of schools to attend, we will need to limit the number of applicants from each school district to 1-3 persons. This workshop was conducted in Ronan during the summer of August 2005.

If you or your employees are interested in attending one of these workshops, please complete the workshop specific application form enclosed with this packet. For more information please contact Katie Bark at (406) 994-5641, or by email [kbark@mt.gov](mailto:kbark@mt.gov).

**Registration Deadline: June 29, 2006**—Applications must be submitted with a \$350.00 payment (\$200 without room and board). Purchase orders are acceptable. Registrations are taken on a first come first serve basis.

**Montana's School Food Service Cooking Institute  
August 8-10, 2006 MSU –Bozeman Campus**

**Application Form**  
Print neatly please

**NAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **HOME EMAIL:** \_\_\_\_\_

**SCHOOL DISTRICT NAME:** \_\_\_\_\_

**SCHOOL ADDRESS:** \_\_\_\_\_

**SCHOOL PHONE:** \_\_\_\_\_ **SCHOOL EMAIL:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**JOB POSITION/TITLE:** \_\_\_\_\_

**Number of years of cooking experience in school food service:** \_\_\_\_\_

**EMERGENCY CONTACT: (NAME)** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**List the most important food production topics that you want to learn from this cooking institute. Please be as specific as possible.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note: A minimum of 16 registration forms must be received by June 29, 2006 in order for this workshop to be held. If we are unable to reach 16 registrations, we will have to cancel the workshop and will return all payments by July 14, 2006. Participant cancellations made after July 15<sup>th</sup> do not receive a refund.**

**Registration Deadline: June 29, 2006**—Applications must be submitted with a \$350.00 payment (\$200.00 without room and board). Purchase orders are acceptable. Registrations are taken on a first come first serve basis.

A Taste of the Workshop Agenda

Tuesday, August 8 *	8:00 a.m.-4:00 p.m.	Food Preparation Basics; Salads & Desserts
Wednesday, August 9 *	8:00 a.m.-4:00 p.m. 6:30 p.m.-8:00 p.m.	Breads, Grains and More! Optional evening session
Thursday, August 10*	8:00 a.m.-3:00 p.m.	Entrees, Soups and Theme Bars

\*Hands-on cooking activities in a foods laboratory. This workshop will emphasize the use of USDA commodity foods, along with the addition of whole grains, and fresh fruits and vegetables.

An evening session (6:30-8:00 pm) will be offered Wednesday on menu planning and a review of school nutrition program food production/service procedures for new cooks or managers. Attendance is optional.

The institute will consist of a team of instructors and include two of Montana's own School Food Service Peer Educators, Katie Appel-Goble and Barbara Oehl.

_____ Signature of Applicant	_____ Date
_____ Signature of Supervisor	_____ Date

**Return this form along with payment by June 29, 2006 to:**  
**Katie Bark, Montana Team Nutrition Program**  
**Montana State University, P.O. Box 173360, 202 Romney Gym**  
**Bozeman, MT 59717-3360**  
**Phone: (406) 994-5641**  
**Fax: (406) 994-7300**  
**Email: [kbark@mt.gov](mailto:kbark@mt.gov)**

Once applications have been reviewed, a letter will be mailed to each applicant confirming workshop acceptance and will include further details of the workshop. Applicants are responsible for their own travel arrangements. Travel scholarships are not available.

Please note: A **minimum of 16 registration forms must be received by June 29, 2006 in order for this workshop to be held.** If we are unable to reach 16 registrations, we will have to cancel the workshop and will return all payments by July 14, 2006. Participant cancellations made after July 15<sup>th</sup> do not receive a refund.

**Registration Deadline: July 14, 2006.**

To allow personnel from a wide variety of schools to attend, we will limit the number of applicants from each school to 1-3 persons. Registrations are taken on a first come, first serve basis.

**Native American Cooking School  
August 3<sup>rd</sup> – Ashland, MT (9 am to 4:30 pm)  
St. Labre School, Main Kitchen and Cafeteria  
1000 Tongue River Road, Ashland, MT 59003**

**Application Form**  
Print neatly please

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ HOME EMAIL: \_\_\_\_\_

SCHOOL DISTRICT NAME: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_ SCHOOL EMAIL: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ COUNTY: \_\_\_\_\_

JOB POSITION/TITLE: \_\_\_\_\_

Number of years of cooking experience in school food service: \_\_\_\_\_

EMERGENCY CONTACT: (NAME) \_\_\_\_\_ PHONE: \_\_\_\_\_

List below the most important food production topics that you want to learn from this cooking institute. Please be as specific as possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note: Application Deadline is July 14, 2006**

(OVER)

**Registration Deadline: July 14, 2006**

To allow personnel from a wide variety of schools to attend, we will limit the number of applicants from each school to 1-3 persons. Registrations are taken on a first come, first serve basis.

**A Taste of the Workshop Agenda**

Workshop topics will include:

- Preparation of fruits and vegetables in salads, desserts and entrees.
- Preparation of homemade breads and rolls with emphasis on the inclusion of whole grains.
- Low-fat cooking tips and techniques
- Preparation of items using the USDA commodity foods
- Sharing time of healthful menus for lunch and breakfast meals

The institute will consist of a team of instructors and includes one of Montana's own School Food Service Peer Educators, Starr Fulmer and others.

_____ Signature of Applicant	_____ Date
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_____ Signature of Supervisor	_____ Date
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**NOTE TO SUPERVISORS:** If more than one person is applying from your school, please list their names in order of priority for attendance at this workshop. (1. Being first priority and so on)

1. _____	2. _____	3. _____
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Once applications have been reviewed, a letter will be mailed to each applicant confirming workshop acceptance and will include further details of the workshop. Applicants are responsible for their own travel arrangements. Travel scholarships are not available.

**Return this form by July 14, 2006 to:**  
**Molly Stenberg, Montana Team Nutrition Program**  
**Montana State University, P.O. Box 173360, 202 Romney Gym**  
**Bozeman, MT 59717-3360**  
**Phone: (406) 994-7217**  
**Fax: (406) 994-7300**  
**Email: [stenberg@montana.edu](mailto:stenberg@montana.edu)**

**Please note: Application Deadline is July 14, 2005**